

## **PRODUCTION RECORDS**

**PURPOSE:** This policy establishes the use and requirements of production records.

**SCOPE:** School food authorities participating in the National School Lunch and/or School Breakfast Programs.

**DEFINITION:** Production records are required by Section 210.10(b) and 210.15 (b) (2) of the Regulations. Section 210.15 (b) (2) states that, "In order to participate in the Program, a school food authority (SFA) shall maintain records to demonstrate compliance with Program requirements. These records include but are not limited to: Production and participation records to demonstrate positive action toward providing one lunch per child per day as required under Section 210.10 (b)."

Though no specific form is required by regulations, production records must, at a minimum, demonstrate that the SFA took action towards producing one reimbursable lunch per child per day. In order to show this, production records would need to contain the following information:

1. The menu. This includes the food items used to meet the meal requirements. A meat/meat alternate, bread/bread alternate, milk, and two fruit/vegetable items must be planned and listed.
2. The quantity of foods used, e.g., 100 lbs. of hamburger, 2-#10 cans of green beans.
3. The serving size of each item, e.g., green beans were served in 1/2 cup portions.
4. The allowable servings per unit, e.g., one #10 can of green beans provides "x" number of 1/2 cup servings.
5. The number of portions prepared and leftover, e.g., 100-2 ounce hamburger patties were prepared, 20-2 ounce patties were leftover.

Additional items can also be noted on a production record, such as recipe sources, popularity of food items, and precosting and postcosting information. The food production record becomes the daily history of the number of portions planned, prepared and served of each menu item. This record is also a valuable planning tool which can be used to aid in forecasting quantities of food to prepare on future days. For further information, refer to page 38 of the Menu Planning Guide for School Food Service.

SOURCE: AUGUST 20, 1990, MEMORANDUM FROM THERESA E. BOWMAN,

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DEPARTMENT OF AGRICULTURE MIDWEST REGION.